ACC16-B - MS Access 2016 basic course

Microsoft - Access - Office

Durata:	Lingue:	Certificazione:
2 Giorni	**Italiano**	**-**

Descrizione del corso

The aim of the course is to introduce participants to the use and the development of a database with Microsoft Access 2016.

Programma

1. Introduction to Database
• Structure and terminology of Database
• Fields, record and primary key
• Opening and saving the Database
• The ribbon bar and the new box “Tell me what you want to do”
• Database objects
2. Tables
• Creating a table in data entry mode
• Creating a table in design mode
• Choosing the typology of data (text, memo, currency, number...)
• Adding, editing and deleting data
• Renaming tables
3. Forms
• The use of forms in a Database
• The form wizard
• Linking a form and a table
• The form structure
• Formatting forms
4. Reports

ITCore Group

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- The use of reports in a Database
- The report wizard
- Editing and formatting
- The different layouts of a report
- The report structure

5. Queries

- Definition of query
- The query wizard
- Creating a query in design mode
- Filter and order in the query
- The different typologies of query
- Using wildcards
- Selecting criteria

6. Designing a database

- Introduction to database design
- Table relationships

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